

2021 CRIA Director Job Description

Hours per Week: The CRIA Director will work 20-25 hours per week.

Salary: Base - \$25,000.00 plus 10% commission based on bi-annual performance reviews of new revenue generated by Director

The CRIA Director will report directly to the Board of Trustees

General Requirements:

- General knowledge of Cultural Resource Protection and Procedures Act
- Proficient computer skills and knowledge of MS Word, Excel, Zoom and an accepted accounting program
- Demonstrates organizational skills in multiple areas; delegates, and follows through; applies long-term and short-term goals
- Good management and facilitating skills; ability to work well with and supervise volunteers and staff
- Public speaking ability
- Valid driver's license and reliable vehicle

General Responsibilities:

- The majority of time will be spent on fundraising:
 - ◆ Chair the Fundraising Committee
 - ◆ Develop a Signature Annual Fundraising Event
 - ◆ Develop smaller fundraising events throughout the year and continue to participate in current opportunities (Winterfest Penguin Plunge, concert series, hosting CRIA zoom lecture series, etc.)
 - ◆ Continue developing CRIA "Patrons of Chimney Rock" membership program
 - ◆ Continue with ongoing annual grants and working with volunteers to find more
 - ◆ Continue with Colorado Gives Day annual donation drive
 - ◆ Cultivate relationships with local/regional donors by attending events and networking
 - ◆ Increase current Donor List and begin Quarterly emailing campaign
 - ◆ Continue developing virtual tours to sell online
 - ◆ Approve all hand-outs to the public regarding CRNM and distribute to Forest Service for approval
- Marketing and Public Relations for all fundraising and special programming; work with Marketing Coordinator to develop Annual Marketing Campaign
- Serve as CRIA's liaison with the USFS regarding all aspects of the CRIA/CRNM partnership:
 - ◆ Work with FS Recreation Manager and Pagosa Ranger on all operational communication and procedures
 - ◆ Attend ongoing FS management committee meetings when requested
- Develop annual budget with financial coordinator, treasurer, and program coordinators (paid position and volunteer positions)
- Supervise all paid staff
- Attend Board of Trustees meetings
- Oversee and maintain CRIA account on recreation.gov website and work with Office Manager to load all Special Events to the site and check each one for accuracy prior to opening
- Assist Board of Trustees in hiring staff

Please Note: 2022 will be a transition year and responsibilities for 2022 may be amended as CRIA evolves into its next phase of operation.